

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I. Position Title: Medical Corps (Volunteer)

Revision Date: 01/2014

EEO Category: Protective Service

Status: Volunteer

Control No: 99451

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of a station supervisor, provides the city with prevention, and mitigation of emergencies and disaster through proper planning, public education, and code enforcement. Responds to emergencies involving fire scene, medical scenes, and other environmental concerns. May be assigned administrative duties including training, equipment, etc.

III. Essential Duties:

- Function in uncommon situations.
- Respond promptly and efficiently to emergency medical scene, fire related emergency, rescue, hazardous materials scenes and medical alarms.
- Inspect medical equipment.
- Maintain and repair equipment and facilities.
- Participate in training exercises.
- Participate in hydrant inspections.
- Participate in educational and training programs for the public.
- Participate in Sandy City Fire Department Infection control trainings.
- Ensure that equipment is kept in good working order.
- Perform medical care based on current medical certification level and appropriate protocols.
- Provide 24 hours of shift work each month.
- Perform medical inventory on medications and equipment.

IV. Marginal Duties:

- Accurately complete departmental reports.
- Perform other duties as assigned.

V. Eligibility:

**Requirements:** Must pass the department testing process. Must complete and pass a drug test and background investigation. Must complete all other required medical testing and vaccinations. Must participate and complete all training required by the department and city. Medical corp member may be required to purchase their first set of house uniforms and duty boots. All additional safety gear and equipment will be provided. Replacement uniforms will be provided by the department. Maintain a Valid Utah Driver's License.

**Education:** Utah State Certification as EMT-B EMT-I or Paramedic Certification is required. (Firefighter I certification is preferred.)

**Experience:** No previous EMT-B, EMT-I, Paramedic or firefighter experience is required.

VI. Qualifications:

**Knowledge of:** Emergency Medical Procedure techniques equivalent to Utah State Emergency Medical Technician (EMT-B, EMT-I or Paramedic).

**Responsibility:** Emergency Medical Technicians (EMT-B, EMT-I or Paramedic) to respond to emergency calls to

provide efficient and immediate care to the critically ill and injured and to transport the patient to a medical facility. The Emergency Medical Technicians (EMT-B, EMT-I or Paramedic) must observe traffic ordinances and regulation concerning emergency vehicle operations.

**Communication Skills:** Interact professionally with the public; ability to deal appropriately with injured, upset and irate people; handle regular contact with citizens and other employees during emergency and non-emergency situations.

**Tool, Machine, Equipment Operation:** Medical equipment

**Analytical Ability:** Establish and maintain effective working relationships with employees and the public; make appropriate decisions during emergency situations.

VII. Working Conditions:

*Physical Demands:* Duties of job require moderate to heavy physical exertion; constant seeing and hearing; requires great muscular exertion, stooping, kneeling, climbing and balancing.

*Work Environment:* Moderate mental effort is required daily; good communication skills are necessary to deal with the public, employees, and other city personnel; mental and physical pressure and fatigue may be present during an average work day; must participate in required department training each month; must provide a minimum of 24 hours of service each month; call backs to assist with emergencies; regular exposure to dangerous situations under disagreeable conditions involving, communicable diseases, heat, cold water, emergency driving and others.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

Dept/Division Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Dept. Approved By: \_\_\_\_\_ Date: \_\_\_\_\_